

**STATE OF GEORGIA
General Ledger**



SAO End-User Training

GENERAL LEDGER

SPREADSHEET JOURNAL UPLOAD TEMPLATE – 8.8

PARTICIPANT GUIDE

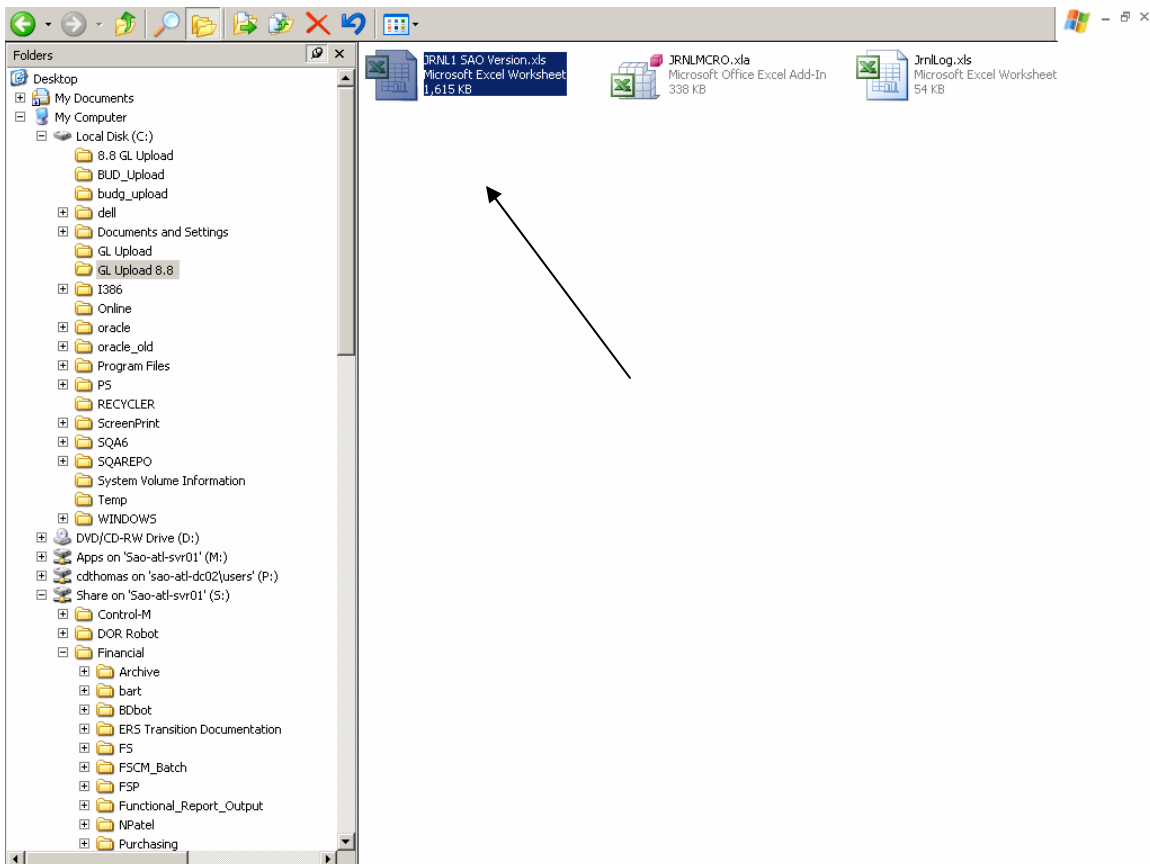
PEOPLESOFT FINANCIALS FOR PUBLIC
SECTOR 8.8
PEOPLESOFT GENERAL LEDGER - BUDGET

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A. Opening Spreadsheet Journal Template

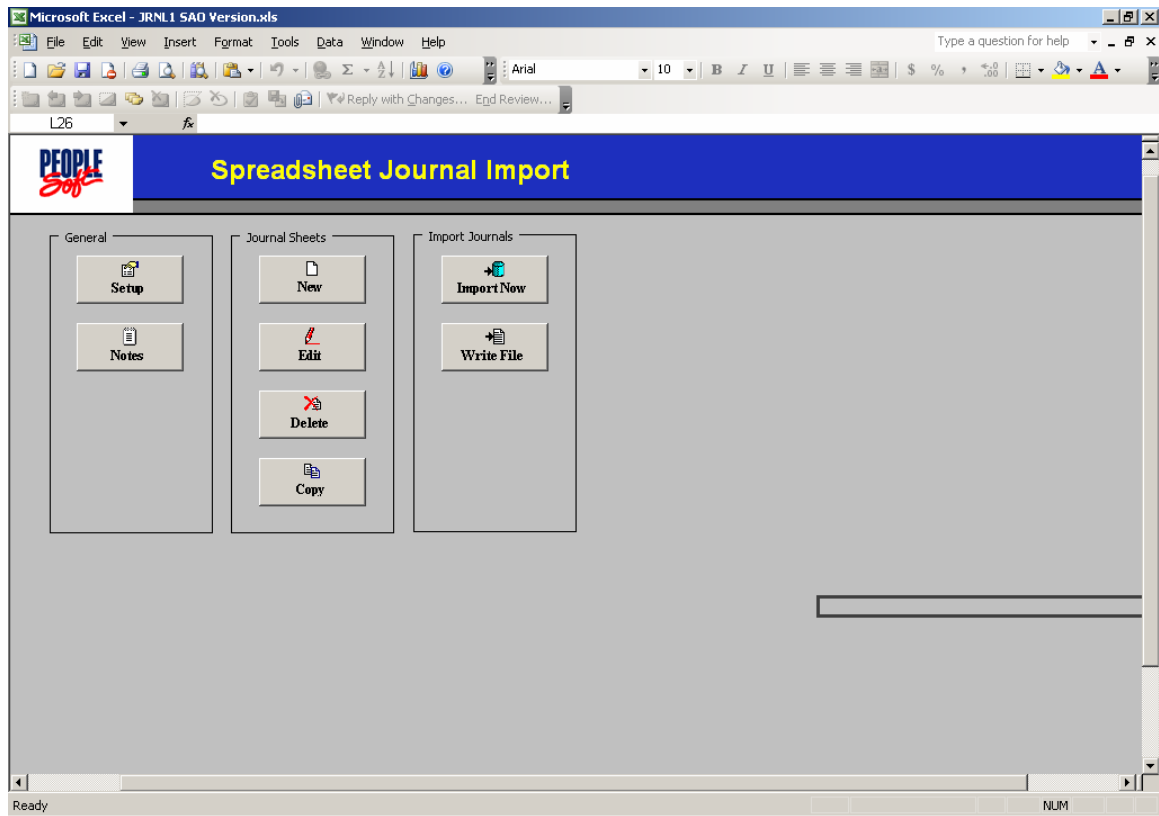
- Navigate:** Start⇒Programs⇒Accessories⇒Windows Explorer
Select: C:\ Drive⇒GL Upload 8.8
Double Click: JRNL1 SAO Version.xls

The 3 required files to successfully upload a journal from Excel should be saved in a separate folder on the C: drive.



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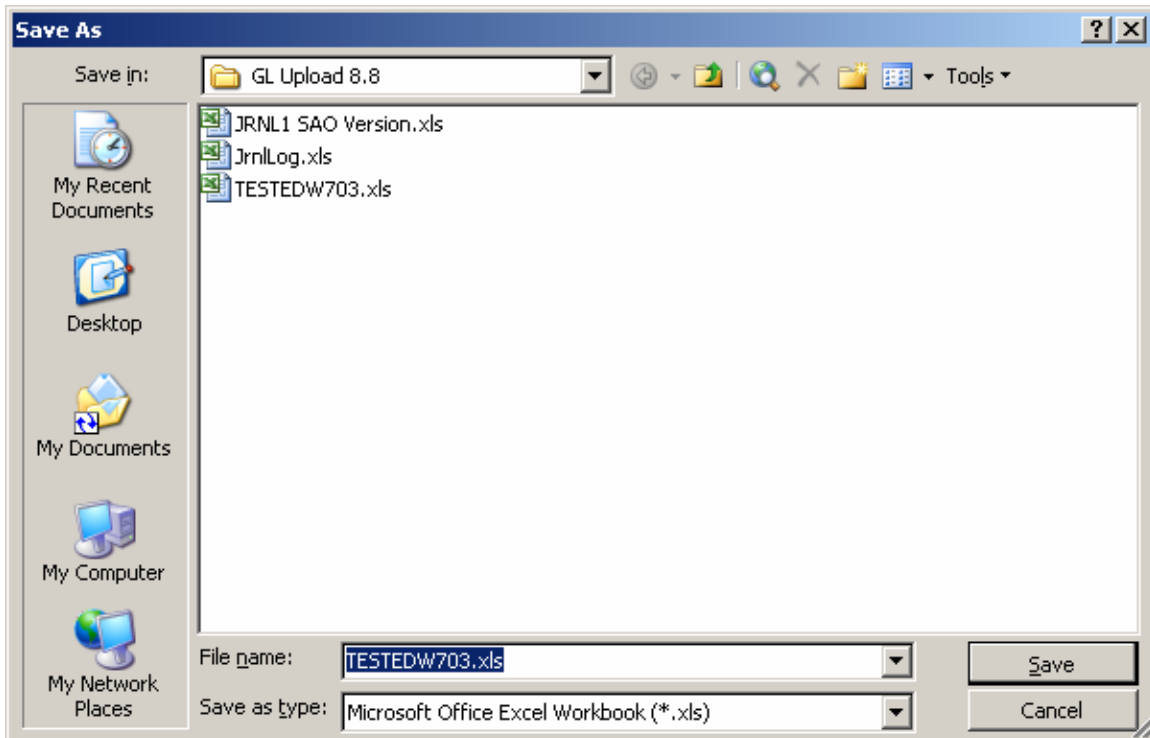
The template will open to this sheet.



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2. **Navigate:** File⇒Save As
 Save in: C:\GL Upload 8.8
 File name: Assign a name.

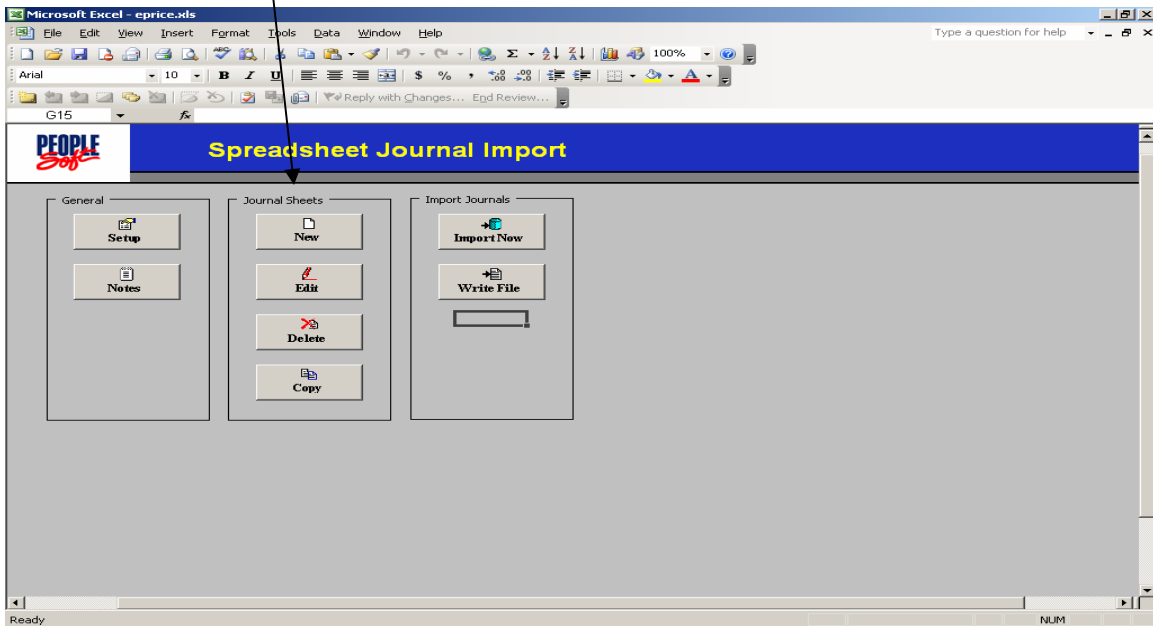
NOTE: Always rename your template at this point. Do not copy over the original template. This will allow users the ability to re-use the Spreadsheet Template as necessary.



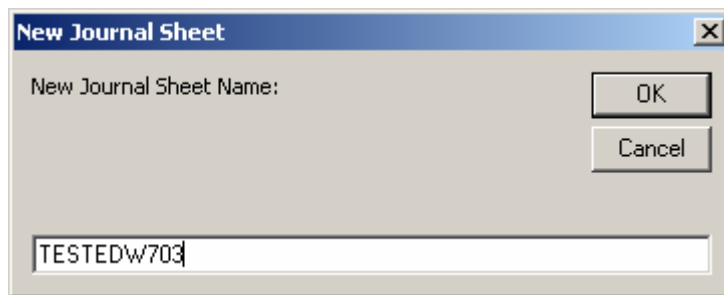
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B. Journal Sheet Options - Add a New Journal Worksheet

1. Select: NEW




2. Name the New Journal Sheet: The name of the sheet should be defined by the user. It should not exceed 10 characters.

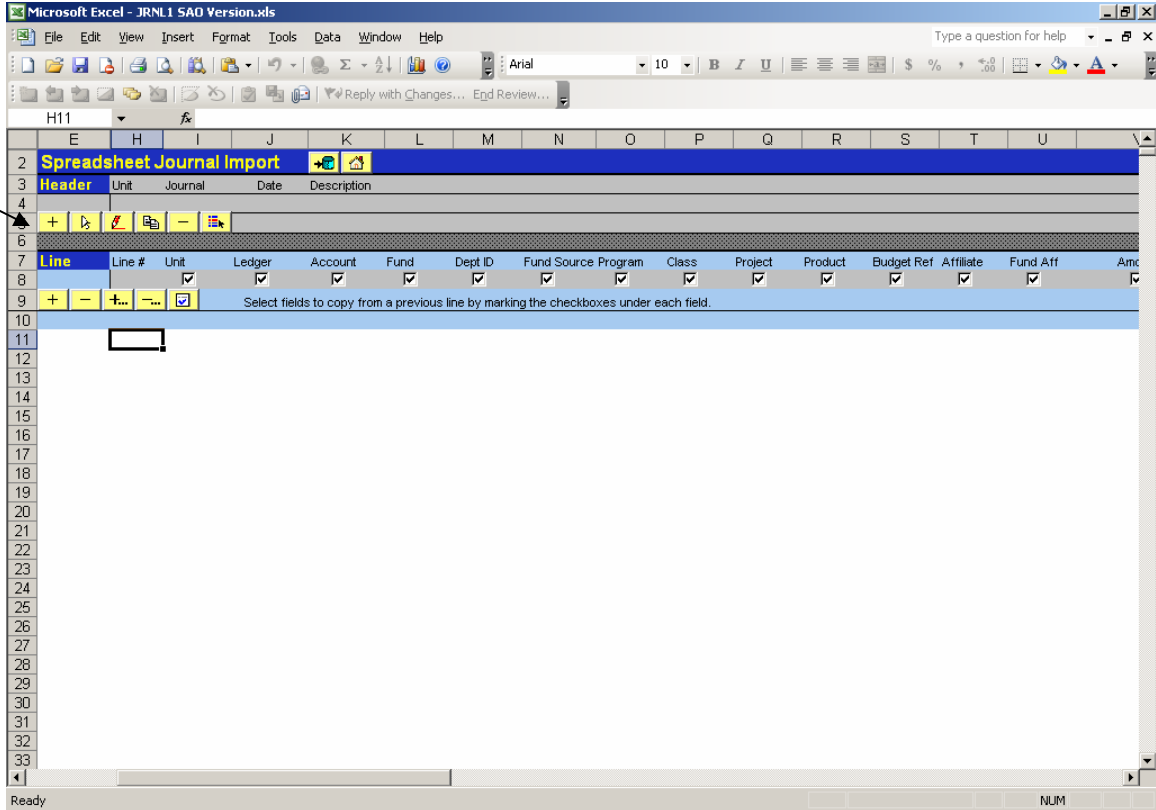


3. Click: OK

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C. Create Journal Header

1. On line 5, click  to add Header information.



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Create Journal Header (Cont'd)

New Journal Header

Unit: 40300 Journal ID: TESTEDW703 Journal Date: 05/31/2006

Ledger Group: ACTUALS Document Type: OK

Ledger: Doc Sequence: Cancel

Source: MAN Adjustment Type: ☒ AutoGen Lines

User ID: EDWALKER ☐ Adjusting Entry

Journal Class: Transaction Code: Reversal

Currency Information ☒ None

Foreign Currency: ☐ Beginning of Next Period

Effective Date: 05/31/2006 ☐ End of Next Period

Rate Type: ☐ Next Day

Exchange Rate: ☐ Specified Date

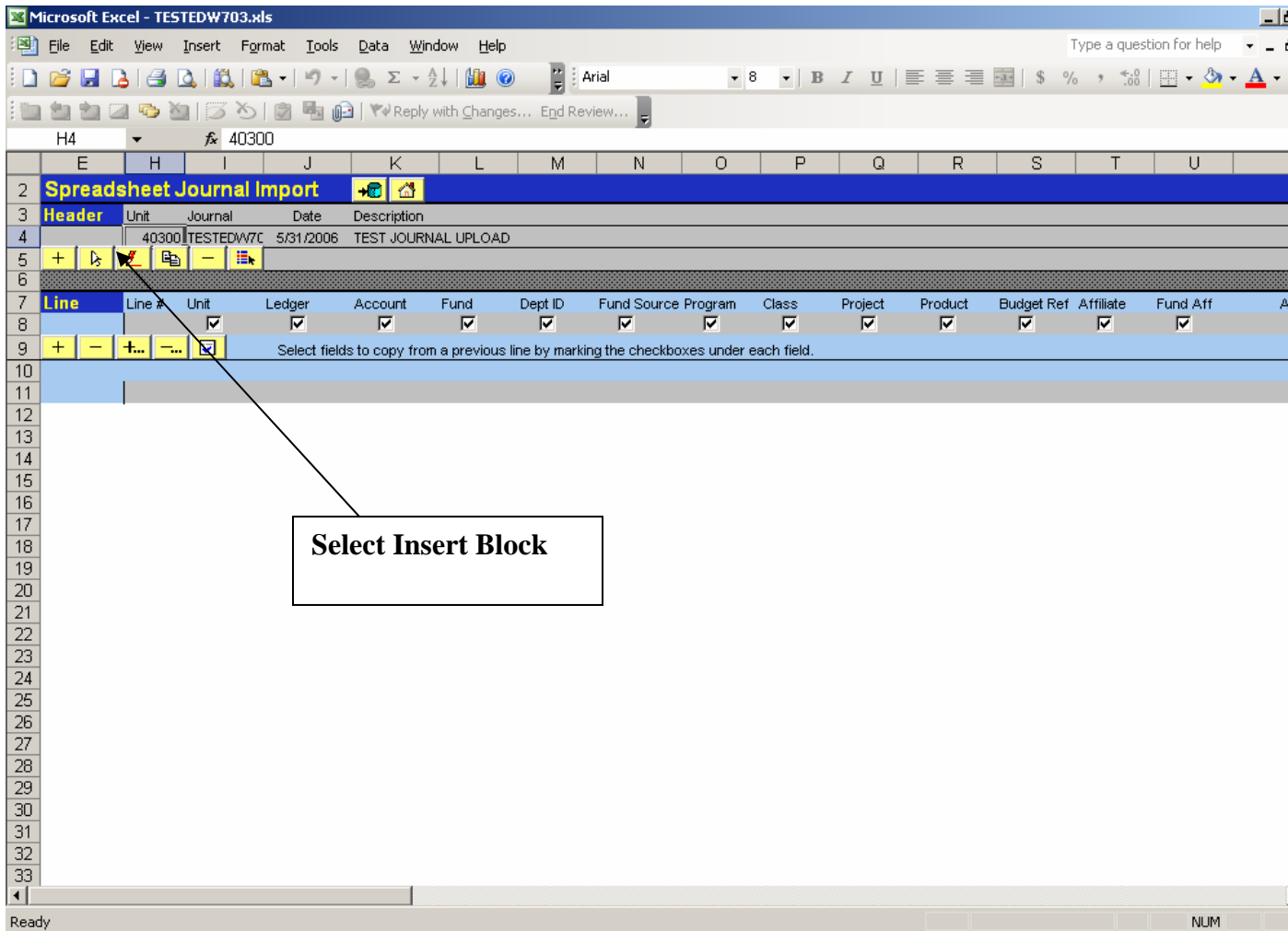
Description: TEST JOURNAL UPLOAD

2. **Enter:** Business Unit
 Enter: Journal ID:
 Enter: Journal Date:
 Enter: Ledger Group:
 Enter: Source
 Enter: **Description:**
 Click: **OK**
3. Verify the entered information. The Journal Date and the Effective Date should include slashes as shown above.

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D. Create Journal Lines in Journal Template

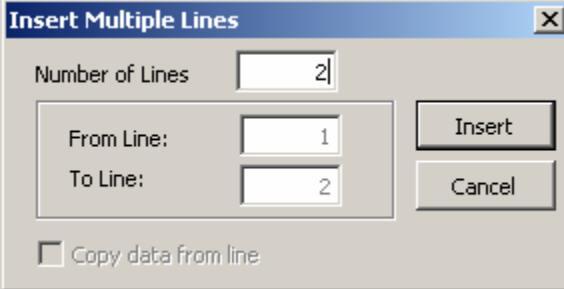
1. On line 9, click **+** to insert multiple rows or click **+** to add a single line. If a block of lines is entered chartfield values will not be automatically copied down to additional lines that are added.



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2. Enter the number of lines that need to be added.

3. Click: **Insert**




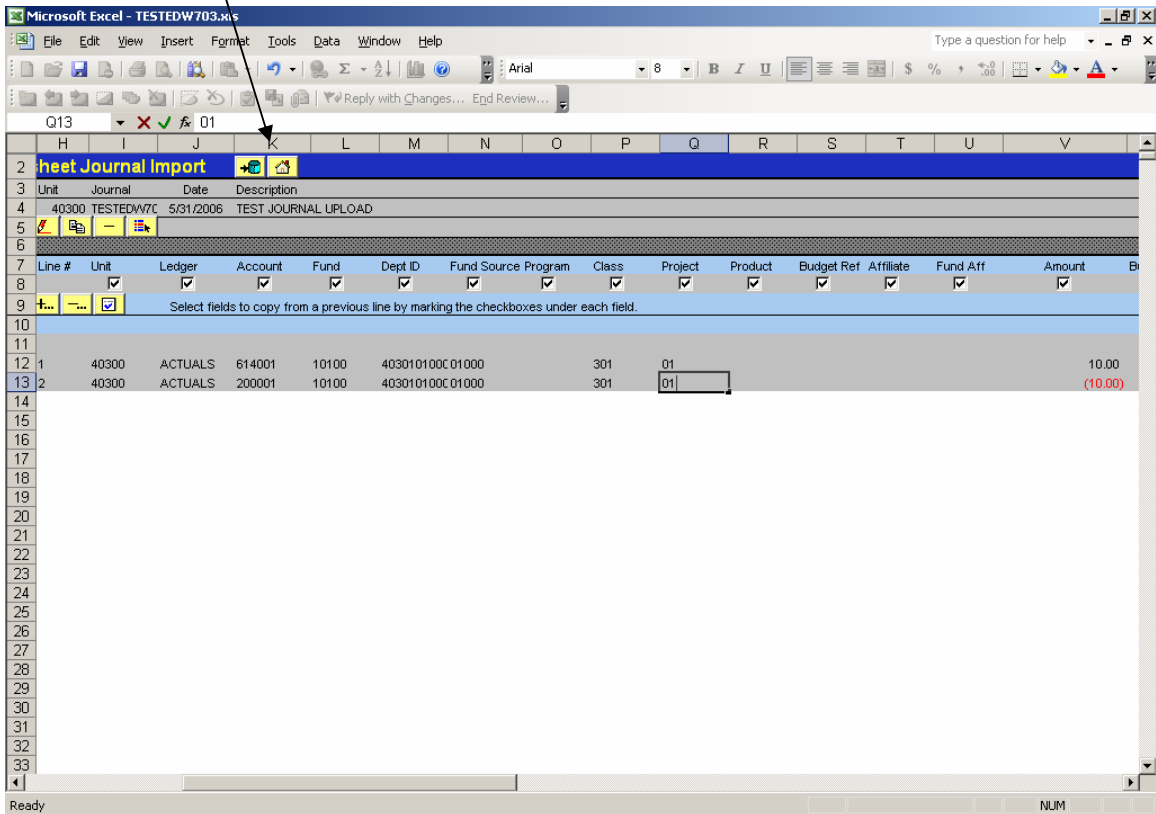
The image shows a Windows-style dialog box titled "Insert Multiple Lines". It contains the following elements:

- A "Number of Lines" label followed by a text input field containing the number "2".
- A group box containing two labels: "From Line:" followed by a text input field containing "1", and "To Line:" followed by a text input field containing "2".
- Two buttons: "Insert" and "Cancel".
- A checkbox labeled "Copy data from line" which is currently unchecked.

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Create Journal Lines (Cont'd)

4. Enter the charfield information for the journal lines that have been inserted.
5. Click the  icon to return to the Spreadsheet Journal Import Panel



The screenshot shows a Microsoft Excel spreadsheet titled "Microsoft Excel - TESTEDW703.xls". The spreadsheet is used for journal imports. The toolbar at the top includes a "Home" icon (a house) which is highlighted by an arrow from step 5. The spreadsheet has columns for Line #, Unit, Ledger, Account, Fund, Dept ID, Fund Source, Program, Class, Project, Product, Budget Ref, Affiliate, Fund Aff, and Amount. The data is organized into rows, with the first row (Line # 1) showing a journal entry for 40300 ACTUALS 614001 10100 403010100C 01000 301 01 10.00. The second row (Line # 2) shows a journal entry for 40300 ACTUALS 200001 10100 403010100C 01000 301 01 (10.00). The spreadsheet also includes a "Select fields to copy from a previous line by marking the checkboxes under each field." section.

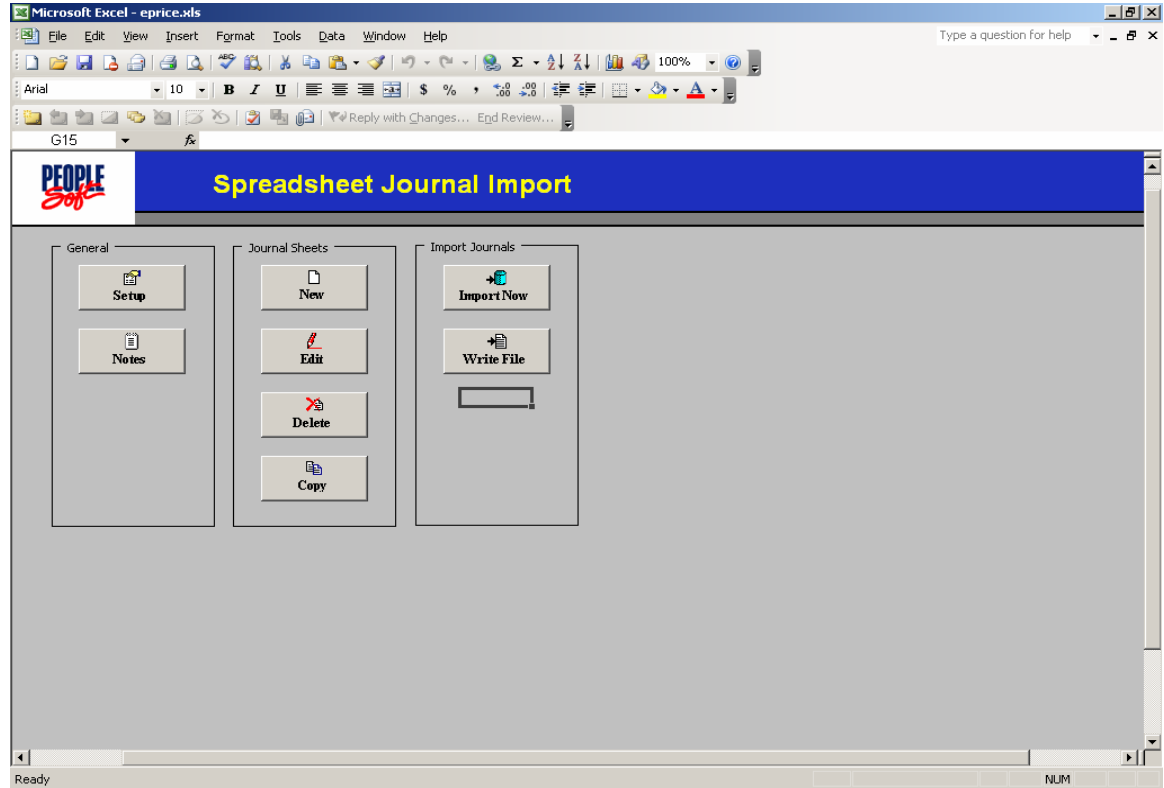
Line #	Unit	Ledger	Account	Fund	Dept ID	Fund Source	Program	Class	Project	Product	Budget Ref	Affiliate	Fund Aff	Amount
1	40300	ACTUALS	614001	10100	403010100C	01000		301	01					10.00
2	40300	ACTUALS	200001	10100	403010100C	01000		301	01					(10.00)

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E. Import Spreadsheet Journal

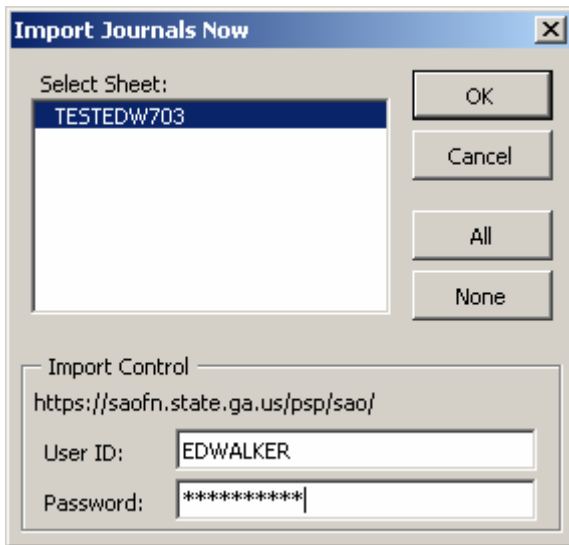
1. From the Import Journals Panel

Click: 'Import Now'



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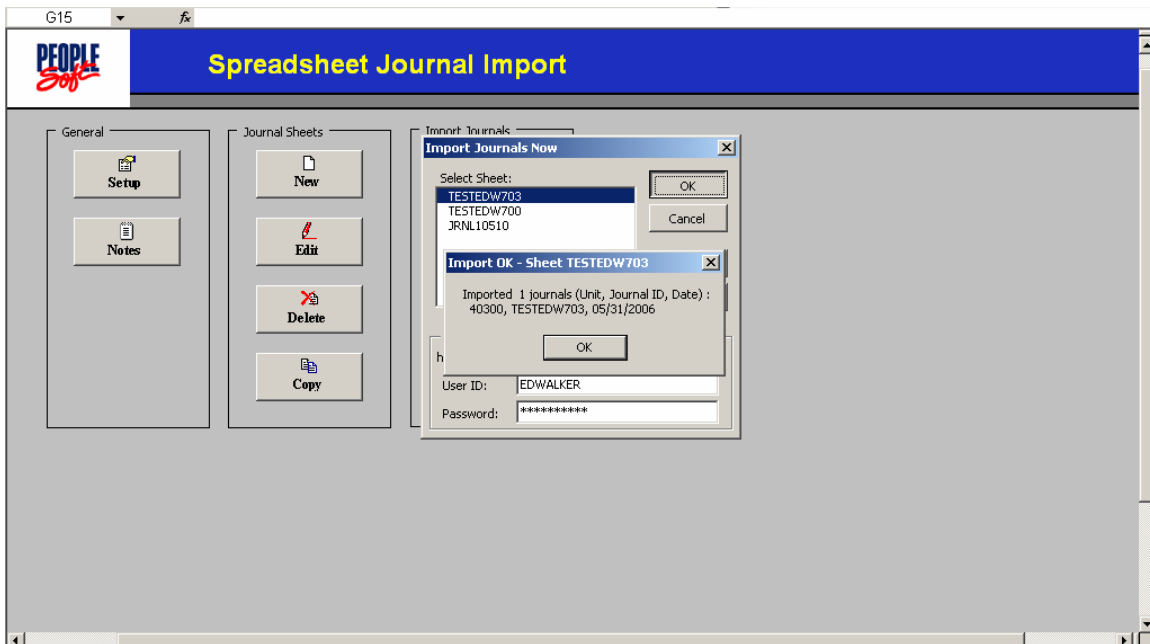
2. Highlight the Spreadsheet Journal. Enter User ID and Password.



The dialog box titled "Import Journals Now" has a close button (X) in the top right corner. It contains a "Select Sheet:" label above a list box with "TESTEDW703" selected. To the right of the list box are four buttons: "OK", "Cancel", "All", and "None". Below the list box is an "Import Control" section containing a URL "https://saofn.state.ga.us/psp/sao/", a "User ID:" label with a text box containing "EDWALKER", and a "Password:" label with a text box containing "*****".

3. Click: OK

When the spreadsheet journal has been successfully imported the following message will appear.



The application window titled "Spreadsheet Journal Import" has a blue header bar with the "PEOPLE Soft" logo on the left. The main area is divided into three panes: "General" with "Setup" and "Notes" buttons; "Journal Sheets" with "New", "Edit", "Delete", and "Copy" buttons; and "Import Journals" which is active. The "Import Journals" pane shows the "Import Journals Now" dialog box with "TESTEDW703" selected. Below it is a smaller dialog box titled "Import OK - Sheet TESTEDW703" with the message "Imported 1 journals (Unit, Journal ID, Date) : 40300, TESTEDW703, 05/31/2006" and an "OK" button. The background application window also shows the "User ID:" and "Password:" fields from the previous dialog.